



Make a Difference

MAINE

State Government

- Public Service
- Career Diversity
- Over 10,000 Employees
- Statewide Locations
- Benefits
- Retirement
- Paid Holidays
- Training
- Career Path
- Promotional Opportunities
- Part Time
- Full Time
- Seasonal Jobs

HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.

ENTRY LEVEL

Career Opportunity Bulletin

OFFICE ASSOCIATE I

Code: 654000

Pay Grade: 11 (\$11.90 - 16.67/hr.)

Open for Recruitment: July 1, 2013 - *Until Canceled*

JOB DESCRIPTION

This position performs complex office support tasks that are similar in nature. As an employee in this position you will be responsible for using independent judgment in handling exceptions to established work assignments, priorities, and schedules.

Typical Duties

- Formats and types standard business correspondence from draft or dictation into final form using varied correspondence formats.
- Applies procedures, evaluates information, and makes determinations from set data.
- Establishes and maintains computerized and/or manual filing systems.
- Reviews, batches, converts, enters, and corrects the input of numeric, alphabetic, standard, and free form data to computerized format.
- Monitors and ensures the flow and accuracy of data input and output in electronic form.
- Notes and reports computer hardware, software, and user program anomalies.
- Corresponds orally and/or in writing with the public to receive/provide information and/or address complaints.
- Monitors, requisitions, purchases, and maintains inventory/supplies.
- May provide ongoing responsibility to train co-workers and assign and review the work.
- May confer with supervisor on assignments delegated to others.

MINIMUM REQUIREMENTS

In order to qualify, you must have training, education, or experience in office and administrative support work that demonstrates 1) competency in applying a solid knowledge of modern office practices to perform complex office support tasks that are similar in nature, and 2) the ability to use independent judgment in handling exceptions to established work assignments, priorities, and schedules.

Value of State-paid Dental Insurance: \$13.13 biweekly

Value* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): \$363.77 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$345.58 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$327.39 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$309.20 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2013.

Value of State's share of Employee's Retirement: 17.07% of pay.

Maine State Government is an Equal Opportunity/Affirmative Action Employer